QuarkFreebies™ 3.0 Extensions Documentation

This document contains instructions for using the features in the FeaturesPlus extension and the NetworkConnection extension. You may want to print this document so that the instructions will be available when you need them.

Installing the FeaturesPlus™ Extension and the NetworkConnection™ Extension

To install the extensions, quit QuarkXPress and drag-copy the the FeaturesPlus extension file and the NetworkConnection extension file into the same folder in which you store QuarkXPress. The FeaturesPlus and NetworkConnection extensions are compatible with QuarkXPress version 3.0.

The FeaturesPlus extension adds eight features to QuarkXPress:

15 user-definable program defaults

Fraction/Price Preferences

Make Fraction

Make Price

Value Converter palette

Windows

Remove Manual Kerning

Word Space Tracking

The NetworkConnection extension enables you to display a palette that allows you to communicate with and exchange files with other QuarkXPress users on your network.

Using the FeaturesPlus Extension

Miscellaneous (Edit ➤ Preferences ➤ Miscellaneous)

Choosing **Miscellaneous** from the **Preferences** sub-menu (**Edit** menu) displays the **Miscellaneous Preferences** dialog box. This dialog box contains controls that enable you to customize a number of QuarkXPress program defaults.

The **Pasteboard Width** field enables you to specify the max-

```
┌─────────────────────────────────────────────────┐
│            Miscellaneous Preferences              │
│                                                   │
│  Pasteboard Width:   [100%]   □ Live Scroll       │
│  Reg. Mark Offset:   [6 pt]   ⊠ Page Grabber Hand │
│                               □ Off-screen Draw   │
│  Snap Distance:      [6]      □ Auto Library Save  │
│  Flex Space Width:   [50%]    ⊠ Low Resolution TIFF│
│  PostScript:   ◉ Binary ○ ASCII  □ 256 Levels of Gray│
│  ┌─Auto Trap──────────┐  ┌─Guide Colors──────────┐│
│  │ Amount: [1 pt]     │  │ ███████    ▓▓▓▓▓▓▓▓   ││
│  │ ○ Absolute  ○ Blackness│ [Margin]    [Ruler]  ││
│  │ ○ Proportional ○ Darkness                     ││
│  └────────────────────┘  └───────────────────────┘│
│                              Slow—Fast            │
│     [ OK ]    [ Cancel ]  Scroll Speed: ◁▯▦▦▦▷    │
└─────────────────────────────────────────────────┘
```

imum width of the pasteboard on either side of a page or spread. The **Pasteboard Width** value is a percentage of the document width. You can specify **Pasteboard Width** values from 0% to 100% of the document page width; regardless of the value you enter, at least ½" of pasteboard will always surround document pages. The default **Pasteboard Width** is 100%. **Pasteboard Width** is available only when no documents are open.

The **Reg. Mark Offset** field enables you to specify the distance from the edge of a page at which QuarkXPress prints registration marks when **Registration Marks** is checked in the **Print** dialog box (**File** ➤ **Print**). As you increase the offset distance, the size of registration marks decreases proportionately. You can specify a **Reg. Mark Offset** value from 0 to 30 points. The default **Reg. Mark Offset** value is 6 points. The **Reg. Mark Offset** field is available only when no documents are open.

The **Snap Distance** field enables you to specify the distance within which objects snap to margin guides and ruler guides when **Snap to Guides** is selected (**View** menu). You can specify a **Snap Distance** value from 0 to 100 pixels. The default **Snap Distance** value is 6 pixels. The **Snap Distance** field is available only when no documents are open.

The **Flex Space Width** field enables you to specify the width of a flexible space. You obtain a breaking flexible space by entering Option-Shift-Space and a nonbreaking flexible space by entering Command-Option-Shift-Space. The **Flex Space Width** value is expressed as a percentage of the normal en space; you can enter a value from 0% to 100%. The default **Flex Space Width** value is 50%.

The **PostScript** buttons enable you to select the format in which QuarkXPress outputs document pages when printing to PostScript printers. **Binary** is the default selection; click **ASCII** if you want PostScript page descriptions output without binary data. The **PostScript** buttons are available only when no documents are open.

The **Auto Trap** area enables you to control the way in which QuarkXPress applies automatic trapping. The value you enter in the **Amount** field determines the amount of choke or spread QuarkXPress applies when trapping an object color and a background color whose relationship is specified as **Automatic** in the **Trap Specifications** dialog box (**Edit** ➤ **Colors**). The other controls in the **Auto Trap** area are currently unavailable. The **Auto Trap** area is available only when no documents are open.

Check **Live Scroll** to update the document view as you drag scroll boxes in document window scroll bars. When **Live**
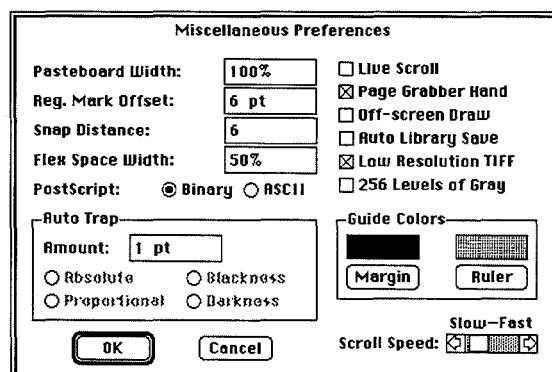
Scroll is unchecked, you can obtain a live scroll by holding down down the Option key as you drag a scroll box; when **Live Scroll** is checked, you can disable it by holding the Option key. The **Live Scroll** control is available only when no documents are open.

Check **Page Grabber Hand** to be able to manually scroll by holding down the Option key and dragging the page with the Page Grabber Hand pointer. The portion of the document displayed within the document window is immediately updated as you move the page with the Page Grabber Hand pointer. The **Page Grabber Hand** check box is available only when no documents are open. When **Page Grabber Hand** is checked, the ability to change document views using the Option-click and Command-Option-click methods is not available.

Check **Off-screen Draw** to redraw the entire screen at once when it is necessary to update the display (as when scrolling). The **Off-screen Draw** check box is available only when no documents are open.

Check **Auto Library Save** if you want QuarkXPress to save changes to a library automatically whenever you add a library entry. The **Auto Library Save** check box is available only when no documents are open.

Check **Low Resolution TIFF** to set the default resolution at which imported TIFF pictures are displayed to 36 dpi. When **Low Resolution TIFF** is *unchecked,* imported TIFF images are displayed at a resolution of 72 dpi. When **Low Resolution TIFF** is checked, you can *increase* the display resolution of a picture you are importing by holding down the Shift key when you click **Open** in the **Get Picture** dialog box (**File** ➤ **Get Picture**). When **Low Resolution TIFF** is unchecked, you can *decrease* the display resolution of a picture you are importing by down the Shift key when you click **Open** in the **Get Picture** dialog box. The **Low Resolution TIFF** check box is available only when no documents are open.

Check **256 Levels of Gray** to display imported grayscale pictures in 256 levels of gray on a monitor that is capable of such a display. When **256 Levels of Gray** is unchecked, grayscale pictures are displayed in 16 levels of gray. Pictures that were scanned with fewer levels of gray cannot be displayed at 256 levels of gray. The **256 Levels of Gray** check box is available only when no documents are open.

The **Guide Colors** area enables you to specify the color of margin guides and ruler guides displayed on color monitors. To specify the color of margin guides, click **Margin;** the **Margin Guide Color** dialog box is displayed. To specify the color of ruler guides, click **Ruler;** the **Ruler Guide Color**

dialog box is displayed. The **Margin Guide Color** and **Ruler Guide Color** dialog boxes contain a standard Macintosh color wheel and controls for selecting guide colors. The **Guide Colors** area is available only when no documents are open.

The **Scroll Speed** scroll bar enables you to set the rate at which the document scrolls through the document window when you drag the vertical or horizontal scroll box. **Scroll Speed** is available only when no documents are open.

Fraction/Price (Edit ➤ Preferences➤ Fraction/Price)
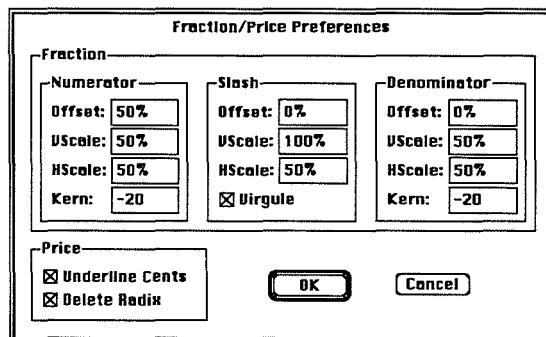
Choosing **Fraction/Price** from the **Preferences** sub-menu (**Edit** menu) displays the **Fraction/Price Preferences** dialog box, which enables you to define the way in which QuarkXPress creates fractions and prices when you apply **Make Fraction** or **Make Price** (**Style** ➤ **Type Style**). This dialog box is available only when no documents are open.

Within the **Fraction** area of dialog box, the fields in the **Numerator** area enable you to specify the size and placement of numerator characters. The **Offset** value determines where QuarkXPress places numerator characters in relation to the baseline. **VScale** (vertical) and **HScale** (horizontal) values determine the height and width of numerator characters. **VScale** is measured as a percentage of font size; **HScale** is measured as a percentage of normal character width. The **Kern** value determines the spacing between the numerator characters and the slash.

The fields in the **Slash** area enable you to specify the size and placement of the slash between the numerator and denominator. The **Offset** value determines where QuarkXPress places the slash in relation to the baseline. **VScale** (vertical) and **HScale** (horizontal) values determine the height and width of the slash. **VScale** is measured as a percentage of font size; **HScale** is measured as a percentage of normal character width. Check **Virgule** to substitute a typesetter's slash (a thinner, more vertical slash) for a normal slash character.

The fields in the **Denominator** area enable you to specify the size and placement of denominator characters. The **Offset** value determines where QuarkXPress places denominator characters in relation to the baseline. **VScale** (vertical) and **HScale** (horizontal) values determine the height and width of numerator characters. **VScale** is measured as a percentage of font size; **HScale** is measured as a percentage of normal character width. The **Kern** value determines the spacing between the denominator characters and the slash.

The **Price** area contains two check boxes that enable you to control the way QuarkXPress creates prices when you apply **Make Price**. When you apply **Make Price (Style ➤ Type Style)**, QuarkXPress automatically applies the superior style to the cents characters (the characters that follow the radix, a decimal in the U.S., a comma in some other countries). Check **Underline Cents** to underline the cents characters when creating prices. Check **Delete Radix** to delete the radix character when creating prices.

Make Fraction (Style ➤ Type Style)
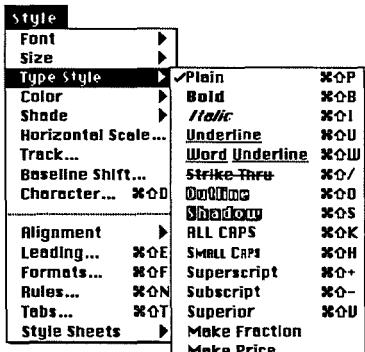
Make Fraction enables you to format fractions automatically. **Make Fraction** is available in the **Type Style** sub-menu (Style menu) when the text insertion point is between or immediately to the right of characters that can be converted into a fraction (e.g., a/b, 1/2, 16/64, etc.) or when any or all of these characters are highlighted.

Make Price (Style ➤ Type Style)

Make Price enables you to format prices automatically. **Make Price** is available in the **Type Style** sub-menu (Style menu) when the text insertion point is between or immediately to the right of characters that can be converted into a price (e.g., $1.49, 24.99, a.bc, FF1056,50, etc.) or when any or all of these characters are highlighted.

Value Converter Palette (View menu)
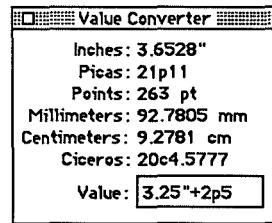
Choose **Show Value Converter** to display the Value Converter palette, which automatically converts a value you enter in any measurement system and displays the equivalent value in six different measurement systems: Inches, Picas, Points, Millimeters, Centimeters, and Ciceros. **Show Value Converter** is always available.

To convert a measurement value, enter a number and measurement system abbreviation in the **Value** field; its equivalents are immediately displayed in the six measurement system fields. The value you enter in the **Value** field can contain signed quantities (+ and -) with values expressed in different measurement systems (e.g., 4p+3mm-.25").

Windows (View menu)
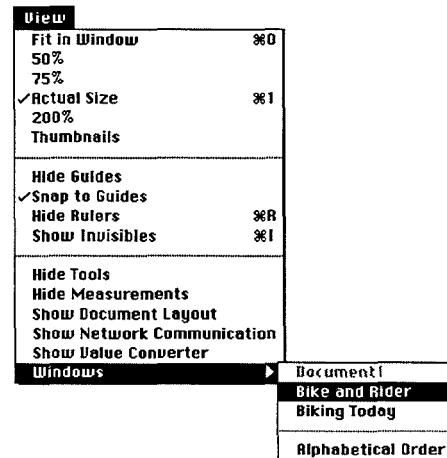
Windows (View ➤ Windows) enables you to bring any QuarkXPress document to the front when more than one document is open. Choosing **Windows** displays a sub-menu that lists all open QuarkXPress documents. To bring a document to the front, choose its name from the sub-menu list. The document you choose from the sub-menu is moved to the front and becomes the active document. Choose **Alphabetical Order** from the **Windows** sub-menu to display the names of open documents alphabetically in the sub-menu. When **Alphabetical Order** is selected, **Front-to-Back** is displayed

in the **Windows** sub-menu; choose **Front-to-Back** to display the names of open documents in the **Windows** sub-menu according to their stacking order.

Remove Manual Kerning (Utilities menu)

```
Utilities
Check Spelling              ▶
Auxiliary Dictionary...
Edit Auxiliary...
Suggested Hyphenation...  ⌘H
Hyphenation Exceptions...
Library...
Font Usage...
Picture Usage...
Remove Manual Kerning
```
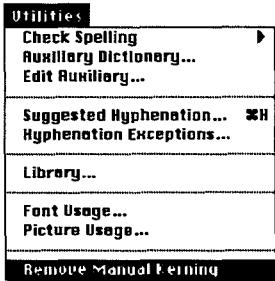
Remove Manual Kerning (Utilities menu) enables you to remove any manual kerning applied between characters in a highlighted range of text. **Remove Manual Kerning** is available when more than one character is highlighted. To remove manual kerning from between characters, highlight the range of text from which you want to remove kerning and choose **Remove Manual Kerning.**

Word Space Tracking

The word space tracking feature enables you apply tracking to word spaces only. (Tracking values are normally applied between both characters and words.) This feature can be accessed through keyboard commands only.

To apply word space tracking to text, highlight the range of characters whose word spacing you want to modify and enter one of the following keyboard commands:

To increase the space between highlighted words by .05 em
. . . . Command-Control-Shift-}

To increase the space between highlighted words by .005 em
. . . . Command-Option-Control-Shift-}

To decrease the space between highlighted words by .05 em
. . . . Command-Control-Shift-{

To decrease the space between highlighted words by .005 em
. . . . Command-Option-Control-Shift-{

Using the NetworkConnection Extension

Show Network Communication (View menu)
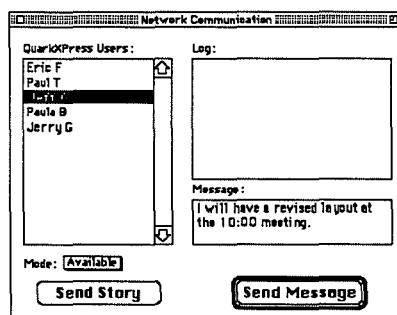
Choose **Show Network Communication** to display the Network Communication palette, which enables you to communicate with and exchange text and picture files with other QuarkXPress users on a network. **Show Network Communication** is not available if **Inactive** is selected in the AppleTalk area of the Chooser desk accessory (⌘menu) when you launch QuarkXPress.

Clicking the grow box alternately displays and hides the right side of the palette.

The **QuarkXPress Users** scroll list displays the names of QuarkXPress users on your network who are running QuarkXPress and the NetworkConnection extension.

The **Log** area displays a record of the most recent communications among QuarkXPress users using the Network Connection extension. The **Log** area also displays messages about the network.

The **Mode** pop-up menu enables you to specify whether you want to receive messages via the Network Communication palette. Choose **Available** from the **Mode** pop-up menu if you want to receive incoming messages. When **Available** is selected, but the palette is hidden, QuarkXPress will automatically display the palette if another user sends you a message or file. Choose **Alert Me** if you want to receive an audible and visual alert when another user is attempting to send you a file or message. Choose **Do Not Disturb** if you do not want to receive files or messages from other users on the network.

To send a message to another QuarkXPress user on your network, select a user from the **QuarkXPress Users** scroll list; the **Message** field becomes available. Enter your message in the **Message** field and click **Send Message.**

To receive a message from another QuarkXPress user, you must choose either **Available** or **Alert Me** from the **Mode**

pop-up menu. The Network Communication palette displays messages in the **Log** area.

To send a story from an active QuarkXPress document to another user on the network, activate a text box from the story you want to send, select a user from the **QuarkXPress Users** scroll list, and click **Send Story.** To send stories via the Network Communication palette, *the XPress Tags filter must be in your QuarkXPress folder.*

To receive a story from another QuarkXPress user, activate the text box into which you want to place the story. If another user sends you a formatted story (i.e., the XPress Tags filter is available to QuarkXPress when the file is sent), the XPress Tags filter must be available to your version of QuarkXPress, or you will not be able to receive the file.

To send a picture from an active QuarkXPress document to another user on the network, activate the picture box that contains the picture you want to send, select a user from the **QuarkXPress Users** scroll list, and click **Send Picture.** If the user to whom you send a high resolution picture (EPS, TIFF, or RIFF) does not already have the picture file in the QuarkXPress folder, QuarkXPress sends a copy of the high resolution file and places it in the QuarkXPress folder of the receiving computer.

To receive a picture from another QuarkXPress user, activate the picture box into which you want to place it. If the picture you receive is a high resolution picture (EPS, TIFF, or RIFF), and if the path from your computer to the picture is not exactly the same as the path from the sender's computer to the picture, the sending computer transmits a copy of the high resolution file and places it in the QuarkXPress folder on your computer.

When you send a picture file or story, the **Log** area displays a message that it is waiting for the receiver to accept the file. QuarkXPress warns the receiver that another user is attempting to send a picture file or story; the receiver is presented with the option of receiving the file. If the receiver elects not to receive a file, the sender's **Log** area displays a message that the file transmission has been rejected by the receiver, and the file will not be sent.

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TypesettingMarksXT

A QuarkXTension for QuarkXPress version 3.0

This utility is distributed free of charge by Future Publishing Ltd as a sampler from MacPUBLISHING magazine. MacPUBLISHING is a quality monthly magazine for all Macintosh staff involved in electronic publishing.

Each issue of MacPUBLISHING comprises a manual with tutorials on design matters and a disk containing PostScript fonts and general publishing utilities. TypesettingMarksXT is only one of a number of QuarkXTensions we have distributed to subscribers since its launch in November 1989.

We hope you find TypesettingMarksXT useful.

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FUNCTION

When installed, TypesettingMarksXT adds a new entry to XPress's Utilities menu called Typesetting Marks. This new command enhances the quality of the typesetting in either a specified range of text or throughout an entire document by making various edits to the text as described below.

INSTALLATION

To install the new command, simply drag the TypesettingMarksXT file into the same folder as your XPress 3.0 program file. The new command will appear in the Utilities menu when XPress is next started up.

```
┌──────────────────────────────┐
│ █Utilities█                ◆ │
│ ┌──────────────────────────┐ │
│ │ Check Spelling         ▶ │ │
│ │ Auxiliary Dictionary...  │ │
│ │ Edit Auxiliary...        │ │
│ │                          │ │
│ │ Suggested Hyphenation... ⌘H │ │
│ │ Hyphenation Exceptions...│ │
│ │                          │ │
│ │ Library...               │ │
│ │                          │ │
│ │ Font Usage...            │ │
│ │ Picture Usage...         │ │
│ │                          │ │
│ │ Typesetting marks        │ │
│ └──────────────────────────┘ │
└──────────────────────────────┘
```
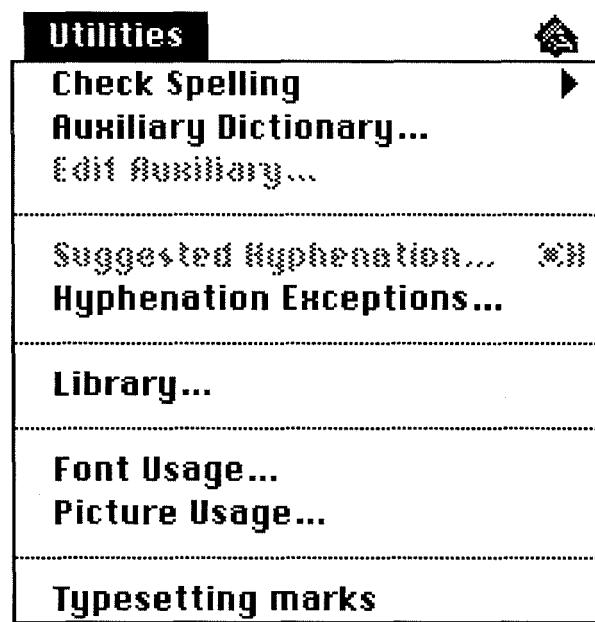
To deinstall the utility, remove the TypesettingMarksXT file from the XPress folder.

USE

1 • Select the range of text to be processed by highlighting it in the normal way. If you wish to process the entire document, it is not necessary to have any range selected.

2 • Choose Typesetting Marks from the Utilities menu. The following dialog box appears:

```
┌──────────────────────────────────┐
│                                  │
│        Typesetting Marks         │
│                                  │
│   ☒ Smart quotes                 │
│   ☒ f-ligatures                  │
│   ☒ Multiple spaces              │
│  ┌☒ Space-hyphen-space ────┐     │
│  │    ◉ space-enrule-space  │     │
│  │    ○ emrule              │     │
│  └─────────────────────────┘     │
│                                  │
│   ◉ Selected text only           │
│   ○ Whole document               │
│      ┌────────┐  ┌────────┐      │
│      │   OK   │  │ Cancel │      │
│      └────────┘  └────────┘      │
└──────────────────────────────────┘
```
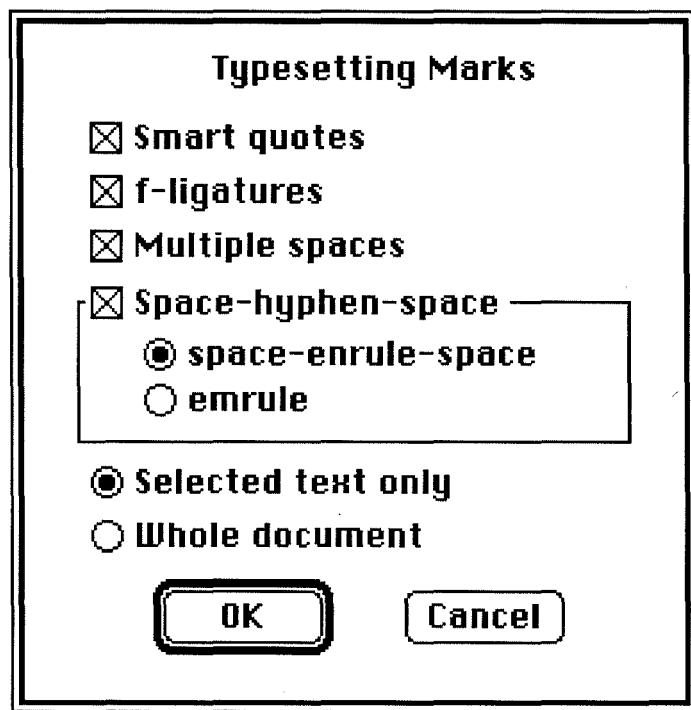
If a range of text is currently active then the 'Selected text only' button is selected. If no range is active then that option is greyed out and only the 'Whole document' option is available.

The textual processing can now be configured:

Smart Quotes

Although XPress converts the quotes of any text file imported with the Get Text command, text typed directly into XPress may have vertical quote marks still in place.

With this option checked, any vertical quote marks (' or ") are converted into the correct open or close quote mark. Quotes found after a space or open bracket are converted into open quotes; all others become close quotes.

f-ligatures

Most PostScript fonts have special ligature characters for the character pairs 'fi' and 'fl'. With this option checked, all lowercase fi- and fl- pairs are replaced by the correct ligature character fi or fl.

Some fonts do not have ligatures defined (e.g. Geneva and Chicago). You should ensure that no such fonts are in the text range being processed.

Multiple Spaces

Secretarial typing practice is to put two spaces after every full stop, whereas typesetting practice is to only have one. Inexperienced word processor users also often type multiple spaces as a method of indenting paragraphs.

With this option checked, all runs of two or more consecutive spaces are condensed down to a single space, to give more even typographic spacing. Further, any space occurring as the first character on a line is taken to be a paragraph indent and replaced with a tab character.

Space-hyphen-space

With this option checked, all occurrences of a space followed by a standard hyphen followed by a space are replaced with one of two true typographic rules: either a space followed by an en-rule (option-hyphen) followed by a space, or by a single em-rule (shift-option-hyphen) as used by many book typesetters.

Thus,
        "Hey - hang on there!"
becomes
        "Hey – hang on there!"
or
        "Hey—hang on there!"

depending on the option in force.

Click OK to go ahead and make the changes, or Cancel to stop the process.

NOTES

• The conversion cannot be reversed with an Undo command. However, pressing ⌘-period at any time will stop the conversion process.

• If the whole document is being processed, a percent completion indicator will appear in the page number display area.

• The XPress spelling checker does not recognise fi- and fl- ligature characters as synonyms for the character pairs fi and fl. Consequently a great number of spurious spelling errors will be thrown up if a text chain is checked after conversion. You are recommended to spell check before applying the Typesetting Marks command.